

## Getting Started Guide for Public Users

Welcome to an introduction to the Office of Pharmacy Affairs (OPA) 340B Database for public users. First, you will see in this document a list of guides for public users to help you learn how to use the 340B Database. You will find a user guide for any task you want to perform. Each guide listed is a link to that guide for easy access.

340B Database system user guides are categorized by function. Click one of these a link or scroll down the page to access the guides that apply to each function:

[Covered Entities User Guides](#)

[Contract Pharmacies User Guides](#)

[Manufacturers User Guides](#)

[OPA Reports](#)

Following the links to the public user guides we introduce you to the 340B Database home page: how it is organized, and how to navigate the application and find important information.

## OPA Public User Guides

Below are lists of user guides grouped by function that will help you learn how to use the 340B Database:



### Covered Entities User Guides

These user guides describe the Covered Entities tasks you can perform:

- | <b><u>Covered Entity Options</u></b>   | <b><u>Descriptions</u></b>  |
|--|---|
| <ul style="list-style-type: none"><li>• <a href="#">Searching for a Covered Entity</a></li><li>• <a href="#">Viewing A Covered Entity Record</a></li></ul> | <p>This guide is used to locate a healthcare facility that is covered by the 340B Drug Pricing program.</p> <p>Once you have located the desired entity this guide describes how to review the detailed information about the covered entity.</p> |

- [Using Advanced Search Features](#) You can refine your search to entities added this quarter or next, or terminated this quarter or next. This guide describes how.
- [Exporting Search Results Data](#) If you desire to export search results to an Excel spreadsheet this guide describes how.
- [Downloading the Medicaid Exclusion File](#) This guide provides steps for downloading a file of covered entities qualifying for Medicaid exclusion.
- [Downloading the Orphan Drug Selection File](#) This guide provides step-by-step instructions for downloading a file that enables drug manufacturers and wholesalers to identify eligible hospitals that will purchase orphan drugs under the 340B Program.
- [Registering a Covered Entity / Outpatient Facility](#) This guide describes how to register an entity at the 340B Database. Instructions about supporting documentation needed to complete the registration are also provided. It also identifies what types of entities are eligible for being registered as an outpatient facility and describes the steps for registering them.
- [Submitting a Change Request](#) This guide explains what conditions must exist for a change request to be eligible and how to successfully submit the request.
- [Terminating a Covered Entity](#) This guide describes how to terminate a covered entity that will no longer participate in the 340B Drug Pricing Plan.
- [Recertifying/Decertifying a Covered Entity](#) This guide describes how to recertify or decertify a covered entity.



## Contract Pharmacies User Guides

These user guides describe the Contract Pharmacies tasks you can perform:

- | <b><u>Contract Pharmacies Options</u></b>            | <b><u>Descriptions</u></b>  |
|--|---|
| • <a href="#">Searching for a Contract Pharmacy</a>  | This guide is used to locate a contract pharmacy that is a participant in the 340B Drug Pricing program |
| • <a href="#">Viewing Contract Pharmacies Search</a> | Once you have located the contract  |

## [Results](#)

- [Using Advanced Pharmacy Search Features](#)
- [Exporting Contract Pharmacy Data](#)
- [Registering a Contract Pharmacy](#)
- [Requesting a Contract Termination](#)

pharmacy this guide describes how to read and use the detailed information provided.

You can refine your search to pharmacies added this quarter or next, or terminated this quarter or next. You can also edit date ranges. This guide describes how.

If you desire to export pharmacy search results to an Excel spreadsheet this guide describes how.

This guide describes how to register a contract pharmacy at the 340B Database.

Instructions for requesting that a contract be terminated are found in this guide.



## Manufacturers User Guides

These user guides describe the Manufacturers tasks you can perform:

### **Manufacturers Options**

- [Searching for a Manufacturer](#)
- [Registering a Manufacturer in the OPA Database](#)
- [Viewing Manufacturer Details](#)
- [Using Advanced Manufacturer Search Features](#)
- [Exporting Manufacturer Data to a Spreadsheet](#)

### **Descriptions**

This guide is used to locate a manufacturer in the 340B Drug Pricing program.

This guide describes how to register a manufacturer at the 340B Database. Instructions about supporting documentation needed to complete the registration are also provided.

Once you have located the desired manufacturer this guide describes how to read and use the detailed information provided.

If you need to refine your search, this guide describes how to employ advanced search features.

If you desire to export manufacturer search results to an Excel spreadsheet this guide describes how.

## OPA Report Descriptions

These are the reports that are available for viewing at the 340B Database:

<u>Reports</u>	<u>Descriptions</u>
<ul style="list-style-type: none"><li><a href="#">Reports</a></li></ul>	<p>The <b>Reports</b> page provides access to three reports: <b>Covered Entity Daily Report</b>, <b>Contract Pharmacy Daily Report</b>, and the <b>Manufacturer Daily Report</b>. These are comprehensive, on-demand reports that are generated in Excel spreadsheet format.</p> <p>The <b>Reports</b> page also enables you access the wealth of data in the HRSA Data Warehouse. You are able to generate numerous customized reports containing HRSA and Medicare data.</p>

## How the Home Page Is Organized

Below the page heading is a row of drop-down menus that link to important tasks you can perform as Public user of the 340B Database. Most of these tasks are associated with three business functions represented at the home page: Covered Entities, Contract Pharmacies, and Manufacturers.

You have two ways to access the tasks that comprise these three functions. Click the down arrow next to the menu name or select an option under section headings that correspond to the menu names.

**HRSA Office of Pharmacy Affairs** [Login](#) [Help](#)

Home Covered Entities Contract Pharmacies Manufacturers Reports

**Useful Links**

- » [Help](#)
- » [Reports](#)
- » [User Guides](#)
- » [Forms](#)
- » [Termination Codes](#)
- » [Archived Medicaid Exclusion Files](#)
- » [Covered Entity Acronyms](#)
- » [Notes](#)
- » [Contacts](#)

Covered Entities	Contract Pharmacies	Manufacturers
<ul style="list-style-type: none"> <li>» <a href="#">Search Covered Entities</a></li> <li>» <a href="#">Download Medicaid Exclusion File</a></li> <li>» <a href="#">Download Orphan Drug Selection File</a></li> <li>» <a href="#">Register a Covered Entity</a></li> <li>» <a href="#">Register an Outpatient Facility</a></li> <li>» <a href="#">Submit a Change/Termination Request</a></li> </ul>	<ul style="list-style-type: none"> <li>» <a href="#">Search Contract Pharmacies</a></li> <li>» <a href="#">Register a Contract Pharmacy</a></li> <li>» <a href="#">Request Contract Terminations</a></li> </ul>	<ul style="list-style-type: none"> <li>» <a href="#">Search Manufacturers</a></li> <li>» <a href="#">Register a Manufacturer</a></li> </ul>

**What's New** **Important Notifications**

RECOMMENDATION: PHARMACY PLANNING (7/2014) **PHARMACY COVERED ENTITY CHANGE REQUESTS (4/8/2014)**

Now let's take a look at the remainder of the 340B Database home page, how it is organized and what useful information you can access.

## Useful Home Page Links

In the upper-right side of the page is a **Useful Links** section. Each listed item links to important supplemental information for getting the most out of the 340B Database.



### Useful Links on Home Page

- ***Help***
- ***Reports***
- ***User Guides***
- ***Forms***
- ***Termination Codes***
- ***Archived Medicaid Exclusion Files***

### Descriptions

The ***Help*** link opens a page directing you to where you can find technical support and get answers to your questions. You will find links to Frequently Asked Questions (FAQs) and Apexus Answers for customer service support.

This link displays a list of 340B reports [[Reports User Guide](#)]. These are the same reports that would display if you clicked the ***Reports*** menu tab above the section.

These user guides will assist you in getting the most out of this database application. For links to individual guides grouped by function see below.

While many requests can be performed online [[Submitting a Change Request](#)] [[Requesting a Contract Termination](#)].

340B database termination codes -- both active and inactive.

This link accesses the online [Medicaid Exclusion File](#) search report which has real-time information on each covered entity. States can download only relevant state records. Also, this link accesses exclusion files from previous quarters.

[[Downloading the Medicaid Exclusion File](#)]



- **Covered Entities Acronym**

Click this link to view a list of acronym used in the OPA 340B program.

- **Notes**

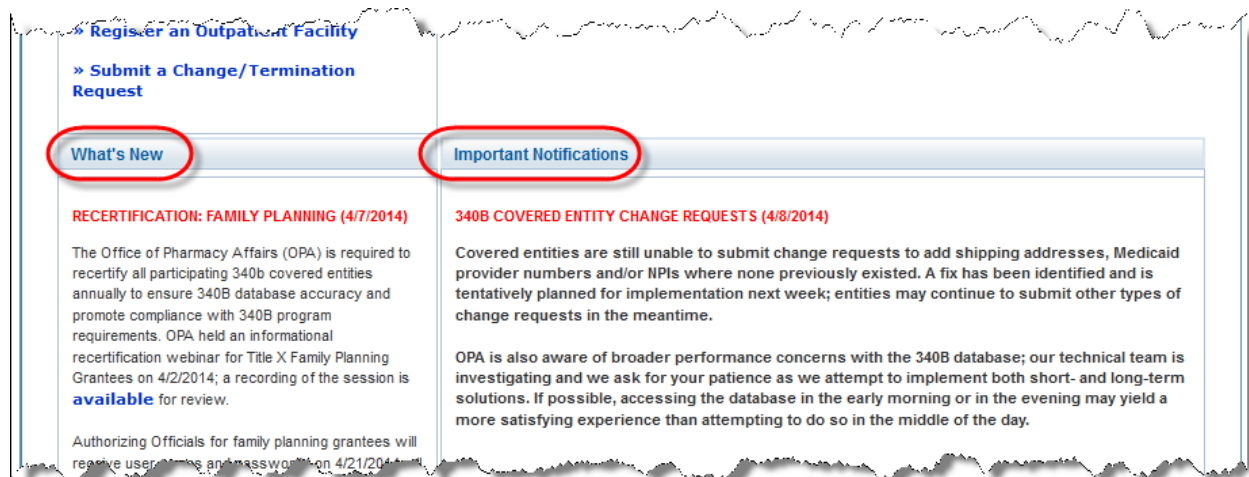
The **Notes** page describes enhancements made to improve the 340B Database.

- **Contacts**

The **Contacts** page provides a telephone number and link to where you can get technical assistance. Also, a link to the **340B Forms** page displays, as well as links to the **Search for Medical Exclusion File** and the **Medical Exclusion Tutorial** pages.

The bottom portion of the home page keeps you up to date on what's new.

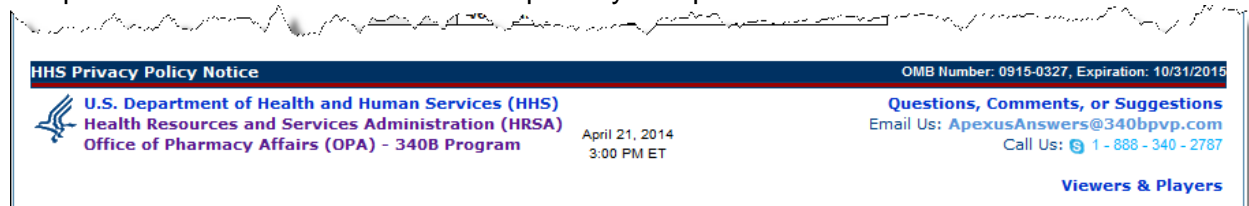
- **What's New** displays information pertaining to 340B Database enhancements and program announcements



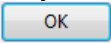
- **Important Notifications** displays notifications regarding registration and record maintenance functions, database performance alerts, and additional OPA contact information.

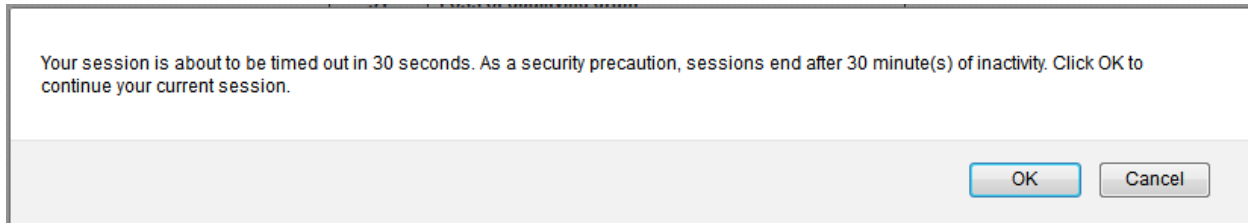
## Footer

The footer on each web page provides 340B program contact information -- an email address and phone number. A feedback form requests your opinion of this site and its contents.



## 340B Database System Times Out

Your 340B Database system sessions time out after 30 minutes of inactivity. A reminder pop-up window displays a message that the session is about to time out. Click  for your session to remain active.



## Logging In

Although a login link is located in the upper-right side of the home page, no login is required for public users. For them, just having the web address of OPA is enough to access the site and all its features.



**Note:** Bookmarking the OPA Database is a timesaving way to return to it.